

# CEDAR PARK FABLE FEST 2022 – VENDOR CONTRACT

Saturday, October 29, 2022

Elizabeth Milburn Park



## VENDOR BOOTH RULES & REGULATIONS

**Set-Up Time:** Between: 8:30 a.m. and 10:30 a.m., Saturday, October 29, 2022

**PRICING:** \$100 Single (10'x10' booth) \$150 Double (10'x20' booth)

Any applications received after October 15, 2022 will be charged an additional \$25. Placement will be subject to the approval of the Fable Fest Committee and on a "first come, first served basis". Vendors will be given a packet of materials the day of check in, detailing setup procedures, assignment map, and take-down procedures.

### Rules & Regulations:

- The Fable Fest Committee has the right to refuse any vendor. **Each professional category will be limited to two (2) vendors. No political parties or candidates will be allowed.**
- The receipt of application and fee is commitment to show. **Once accepted, NO REFUNDS after October 15, 2022.**
- Vendors failing to comply with all rules may be required to leave the show and forfeit all monies.
- Booths cannot be shared or subleased.
- Hours of Operation for the Fable Fest are as follows: Saturday, October 29, 2022 from 11:00 a.m. – 4:00 p.m. **Booths must be set up and ready to open by 10:30 a.m. that day. NO EXCEPTIONS!**
- All booths and displays must be staffed and open from 11:00 a.m. until 4:00 p.m.
- Exhibitors will not be allowed to disassemble their booth until 4:00 p.m.
- Exhibitors are responsible for their own set up and equipment, such as tables, chairs, and shelter or whatever may be needed for their display and operation. Each leg of a vendor's shelter (e.g., tent, canopy) or freestanding vendor signage must be weighted down in a secure, safe fashion with at least 40 pounds of weight on each leg. **NO TENT STAKES ALLOWED!**
- Per city policy, Exhibitor is prohibited from driving their vehicle on the grass at Milburn Park.
- Exhibitions shall not block walkways with displays or persons promoting your booth. Exhibitors must keep demonstrations within assigned space.
- It is herein agreed by both parties that the Cedar Park Fable Fest will retain full control of the creation and sale of any item bearing the name of Fable Fest.
- The Cedar Park Public Library Foundation does not assume any responsibility for safety of vendor property and is not responsible for damaged property, broken equipment, or stolen equipment or inventory.
- The sale of food for on-premises consumption is not allowed.
- Any exhibitor that sells a product must collect sales tax if they are not exempt and are responsible for reporting their own tax to the Texas State Comptroller.
- Exhibitor agrees to comply with all local, city, and state laws, ordinances and regulations covering fire, safety, health, and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety guards and devices where necessary. Exhibitor will take necessary fire precautions.
- Event will be held rain or shine - no refunds.
- Electricity is not provided. Exhibitors are responsible for their own generators if their booths require electricity.

Fable Fest is an annual fund raiser for the Cedar Park Public Library Foundation, a 501(c)3 non-profit organization. Proceeds benefit the Cedar Park Public Library and its many literacy programs.

## CEDAR PARK FABLE FEST 2022 - Saturday, October 29, 2022



### Vendor Application Form

Exhibitor's Name \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- VENDOR IS RESPONSIBLE TO SUPPLY EVENT TENT, TABLE(S), CHAIR(S) AND OTHER ITEMS NECESSARY FOR BOOTH OPERATION, INCLUDING PERMITS
- VENDORS WITH ELECTRICAL NEEDS MUST SUPPLY THEIR OWN GENERATOR & CORDS

**Please indicate # of booths:** \$100 Single (10'x10' booth) \_\_\_\_\_ \$150 Double (10'x20' booth) \_\_\_\_\_

I, the undersigned, herein referred to as Exhibitor, do understand this Application will become a binding contract upon acceptance by the Fable Fest Committee and that I am subject to the terms, conditions, and regulations which hereto constitute a part of, or are included in the Application and Contract. GENERAL RELEASE. Exhibitor does hereby and forever discharge the Cedar Park Fable Fest, the Cedar Park Public Library Foundation, and its partners of and from all manner of actions, suits, damages, claims, and demands whatsoever in law or equity, from any loss or damage to Exhibitor's property while in possession, supervision, or auspices of the Cedar Park Fable Fest, its agents, representatives, or employees. I confirm that I have read page one of this contract.

Booth Representative's Name (Please Print) \_\_\_\_\_

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this completed form to:** [info@cedarparkbooks.org](mailto:info@cedarparkbooks.org) or send to: Attention: Julia Mitschke, Cedar Park Public Library Foundation, 550 Discovery Blvd, Cedar Park, Texas, 78613

**Please make checks payable to the Cedar Park Public Library Foundation.**

**To make payment via credit card,** go to <https://cedarparkbooks.org/fable-fest> navigate to the "Vendor Booth Online Payment" button and purchase it.

The Foundation is a 501(c)3 organization and donations are tax deductible to the extent allowed by law.

**For more information, please contact David Starnes at [info@cedarparkbooks.org](mailto:info@cedarparkbooks.org).**